

April 20, 2004

**MEMORANDUM**

**TO:** Local and Intermediate School District Superintendents  
Public School Academy Directors  
State and Federal Program Directors

**FROM:** Yvonne Caamal Canul  
Director, Office of School Improvement

**SUBJECT:** Regional Consolidated Application Workshops

The Michigan Department of Education, Office of School Improvement, Field Services Unit, has scheduled regional workshops to assist district staff in completing and submitting the 2004-05 Consolidated Application. The workshops will include areas of the Michigan Electronic Grants System (MEGS) that have changed since last year, but will not repeat any introductory information covered in the MEGS workshops for new users of the electronic grants system.

The workshops will focus on the information necessary to adequately describe the programs included in the Consolidation Application, including program requirements and information for budgets and budget details. The workshops will clarify function codes and the specificity required for budget details. The attachment of district consolidated plans in cases where revisions have been made will also be discussed. Accurate completion of the Consolidated Application will facilitate the approval process by Field Services staff.

If you plan to attend one of these workshops, **please register with Field Services Unit** by calling the registration number listed for the site that you wish to attend. If you prefer, you may register via e-mail at [robertsonb@mi.gov](mailto:robertsonb@mi.gov). We are required to comply with room occupancy limits, so please be sure to register if you plan to attend.

If you have any questions, please contact our office at 517-373-4588.

Attachment

Michigan Department of Education  
Office of School Improvement  
Field Services Unit

**SPRING 2004 – APPLICATION WORKSHOPS**

**April 28, 2004**

**TRAVERSE BAY AREA ISD**

9:00 a.m. – 12:00 p.m.  
Grand Traverse Rooms A & B  
1101 Red Drive  
Traverse City, MI 49696

**Registrations: 517-373-4009**

Directions: 231-922-6200

**May 17, 2004**

**GENESEE ISD**

9:00 a.m. – 12:00 p.m.  
Conference Room A, B, C, D  
2413 W. Maple Avenue  
Flint, MI 48507

**Registrations: 517-373-6341**

Directions: 810-591-4400

**May 10, 2004**

**WINDING BROOK CONFERENCE CENTER**

9:00 a.m. – 12:00 p.m.  
Room B  
8240 S. Genuine Road  
Shepherd, MI 48883

**Registrations: 517-373-6341**

Directions: 989-828-6077

**May 18, 2004**

**LAKE MICHIGAN COLLEGE**

**SOUTH HAVEN CAMPUS**

9:00 a.m. – 12:00 p.m.  
Room 141  
125 Veterans Boulevard  
South Haven, MI 49090

**Registrations: 517-373-0161**

Directions: 269-637-7500

**May 14, 2004**

**COP ESD**

9:00 a.m. – 12:00 p.m.  
Otsego-Presque Isle Room  
6065 Learning Lane  
Indian River, MI 49749

**Registrations: 517-373-4009**

Directions: 231-238-9394

**May 18, 2004**

**SAGINAW ISD TRANSITIONS CENTER**

9:00 a.m. – 12:00 p.m.  
Rooms C-D-E  
3860 Fashion Square Boulevard  
Saginaw, MI 48603

**Registrations: 517-373-6341**

Directions: 989-399-7473

**May 17, 2004**

**WAYNE COUNTY RESA**

9:00 a.m. – 12:00 p.m.  
Annex Rooms 1 – 3  
5454 Venoy  
Wayne, MI 48184

**Registrations: 517-373-4212**

Directions: 734-334-1300

**May 19, 2004**

**CALHOUN ISD**

9:00 a.m. – 12:00 p.m.  
Room C  
17111 G Drive North  
Marshall, MI 49068

**Registrations: 517-373-0161**

Directions: 269-781-5141

Michigan Department of Education  
Office of School Improvement  
Field Services Unit

**SPRING 2004 – APPLICATION WORKSHOPS**

**May 19, 2004**

**KENT COUNTY ISD**

9:00 a.m. – 12:00 p.m.  
Career Tech Center Auditorium  
1655 East Beltline Avenue NE  
Grand Rapids, MI 49525  
**Registrations: 517-373-0161**  
Directions: 616-364-8421

**May 20, 2004**

**TUSCOLA ISD**

9:00 a.m. – 12:00 p.m.  
Technology Center, Commons Room  
1401 Cleaver Road  
Caro, MI 48723  
**Registrations: 517-373-6341**  
Directions: 989-673-5300

**May 19, 2004**

**MONROE ISD**

9:00 a.m. – 12:00 p.m.  
River Raisin Room 2 & 3  
1101 South Raisinville Road  
Monroe, MI 48161  
**Registrations: 517-373-4004**  
Directions: 734-242-5799

**May 21, 2004**

**WASHTENAW ISD**

9:00 a.m. – 12:00 p.m.  
Vogel A & B  
1819 South Wagner Road  
Ann Arbor, MI 48106  
**Registrations: 517-373-4004**  
Directions: 734-994-8100

**May 20, 2004**

**JACKSON ISD**

9:00 a.m. – 12:00 p.m.  
Kratz Education Center, PD Room 123  
6700 Browns Lake Road  
Jackson, MI 49201  
**Registrations: 517-373-4004**  
Directions: 517-768-5200

**May 25, 2004**

**OAKLAND SCHOOLS**

9:00 a.m. – 12:00 p.m.  
Conference Room C  
2100 Pontiac Lake Road  
Waterford, MI 48328  
**Registrations: 517-373-4212**  
Directions: 248-209-2549

**May 20, 2004**

**MACOMB ISD**

9:00 a.m. – 12:00 p.m.  
New Wing – Room 100C  
44001 Garfield Road  
Clinton Township, MI 48038  
**Registrations: 517-373-4212**  
Directions: 586-228-3300

**May 28, 2004**

**INGHAM ISD**

9:00 a.m. – 12:00 p.m.  
Thorburn Center Rooms A-B-C  
2630 West Howell Road  
Mason, MI 48854  
**Registrations: 517-373-4004**  
Directions: 517-676-1051

**June 1, 2004**

**MARQUETTE-ALGER RESA**

10:00 a.m. – 1:00 p.m.  
Conference Room "A"  
321 East Ohio  
Marquette, MI 49855  
**Registrations: 517-373-4009**  
Directions: 906-226-5100